

MAIL TO:

STATE OF UTAH
 DIVISION OF PURCHASING
 3150 STATE OFFICE BUILDING, STATE CAPITOL
 P.O. BOX 141061
 SALT LAKE CITY, UTAH 84114-1061
 TELEPHONE (801) 538-3026
<http://purchasing.utah.gov>

Request for ProposalSolicitation Number: **JG4158**Due Date: **06/17/04 at 3:00 P.M.**

Date Sent: June 8, 2004

Agency Contract

Goods and services to be
 purchased:

DEVELOPMENT OF WEB-BASE COLLECTION SYSTEMS FOR THE DEPARTMENT OF HEALTH**Please complete**

Company Name		Federal Tax Identification Number	
Ordering Address	City	State	Zip Code
Remittance Address (if different from ordering address)	City	State	Zip Code
Type <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Government	Company Contact Person		
Telephone Number (include area code)	Fax Number (include area code)		
Company's Internet Web Address	Email Address		
Discount Terms (for bid purposes, bid discounts less than 30 days will not be considered)	Days Required for Delivery After Receipt of Order (see attached for any required minimums)		
<p>The following documents are included in this solicitation: Solicitation forms, instructions and general provisions, and specifications. <u>Please review all documents carefully before completing.</u></p> <p>The undersigned certifies that the goods or services offered are produced, mined, grown, manufactured, or performed in Utah. Yes ____ No _____. If no, enter where produced, etc. _____</p>			
Offeror's Authorized Representative's Signature		Date	
Type or Print Name		Position or Title	

**STATE OF UTAH
DIVISION OF PURCHASING**

Request for Proposal

Solicitation Number: JG4158

Due Date: 06/17/04

Vendor Name:

DEVELOPMENT OF WEB-BASE COLLECTION SYSTEMS FOR PRE-HOSPITAL DATA COLLECTION AND REPORTING PER ATTACHED SPECIFICATIONS.

WITH TECHNICAL QUESTIONS OR FOR CLARIFICATION PLEASE CONTACT DON WOOD AT 801-538-6287.

WITH PURCHASING QUESTIONS OR FOR CLARIFICATION PLEASE CONTACT JARED GARDNER AT 801-538-3342.

REFERENCE RX: 270 41000000040; COMMODITY CODE(S): 92014000000, 91829000000

Ship To: CANNON HEALTH BUILDING
BU GENERAL SERV, 1ST FLOOR
288 NORTH 1460 WEST
SALT LAKE CITY, UTAH 84116

FREIGHT CHARGES (if applicable)

SHIPPING POINT AND ZIP CODE	
SHIPPING WEIGHT	
MODE OF TRANSPORTATION (Please check one) <input type="checkbox"/> Small package/Ground <input type="checkbox"/> LTL(Less than truck load) <input type="checkbox"/> Truckload <input type="checkbox"/> Air <input type="checkbox"/> Other (Please specify) NMFC Class # _____ NMFC Item # _____	
TOTAL PRICE LESS FREIGHT (FOB Origin)	\$
TOTAL PRICE INCLUDING FREIGHT (FOB Destination)	\$

REQUEST FOR PROPOSAL - INSTRUCTIONS AND GENERAL PROVISIONS

1. PROPOSAL PREPARATION: (a) All prices and notations must be in ink or typewritten. (b) Price each item separately. Unit price shall be shown and a total price shall be entered for each item bid. (c) Unit price will govern, if there is an error in the extension. (d) Delivery time of services and products as proposed is critical and must be adhered to. (e) All products are to be of new, unused condition, unless otherwise requested in this solicitation. (f) Incomplete proposals may be rejected. (g) This proposal may not be withdrawn for a period of 60 days from the due date. (h) Where applicable, all proposals must include complete manufacturer's descriptive literature. (i) By signing the proposal the offeror certifies that all of the information provided is accurate, that they are willing and able to furnish the item(s) specified, and that prices offered are correct.

2. SUBMITTING THE PROPOSAL: (a) The proposal must be signed in ink, sealed, and if mailed, mailed in a properly-addressed envelope to the DIVISION OF PURCHASING, 3150 State Office Building, Capitol Hill, Salt Lake City, UT 84114-1061. **The "Solicitation Number" and "Due Date" must appear on the outside of the envelope.** (b) Proposals, modifications, or corrections received after the closing time on the "Due Date" will be considered late and handled in accordance with the Utah Procurement Rules, section 3-209. (c) **Your proposal will be considered only if it is submitted on the forms provided by the state. Facsimile**

transmission of proposals to DIVISION will not be considered. (d) All prices quoted must be both F.O.B. Origin per paragraph 1.(c) and F.O.B. Destination. Additional charges including but not limited to delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose must be included in the proposal for consideration and approval by the Division of Purchasing & General Services (DIVISION). Upon award of the contract, the shipping terms will be F.O.B. Destination, Freight Prepaid with freight charges to be added to the invoice unless otherwise specified by the DIVISION. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose will be paid by the state unless specifically included in the proposal and accepted by DIVISION. (e) By signing the proposal the offeror certifies that all of the information provided is accurate and that he/she offers to furnish materials/services for purchase in strict accordance with the requirements of this proposal including all terms and conditions.

3. SOLICITATION AMENDMENTS: All changes to this solicitation will be made through written addendum only. Bidders are cautioned not to consider verbal modifications.

4. PROPRIETARY INFORMATION: Suppliers are required to mark any specific information contained in their bid which is not to be disclosed to the public or used for purposes other than the evaluation of the bid. Each request for non-disclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any proposal will not be considered proprietary. All material becomes the property of the state and may be returned only at the state's option. Proposals submitted may be reviewed and evaluated by any persons at the discretion of the state.

5. BEST AND FINAL OFFERS: Discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of assuring full understanding of, and responsiveness to, solicitation requirements. Prior to award, these offerors may be asked to submit best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by a competing offeror.

6. SAMPLES: Samples, brochures, etc., when required, must be furnished free of expense to the state and if not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the offeror's expense.

7. DIVISION APPROVAL: Contracts written with the State of Utah, as a result of this proposal, will not be legally binding without the written approval of the Director of the DIVISION.

8. AWARD OF CONTRACT: (a) The contract will be awarded with reasonable promptness, by written notice, to the lowest responsible offeror whose proposal is determined to be the most advantageous to the state, taking into consideration price and evaluation factors set forth in the RFP. No other factors or criteria will be used in the evaluation. The contract file shall contain the basis on which the award is made. Refer to Utah Code

Annotated 65-56-21. (b) The DIVISION can reject any and all proposals. And it can waive any informality, or technicality in any proposal received, if the DIVISION believes it would serve the best interests of the state. (c)

Before, or after, the award of a contract the DIVISION has the right to inspect the offeror's premises and all business records to determine the offeror's ability to meet contract requirements. (d) The DIVISION will open proposals publicly, identifying only the names of the offerors. Proposals and modifications shall be time stamped upon receipt and held in a secure place until the due date. After the due date, a **register** of proposals shall be established. The **register** shall be open to public inspection, but the proposals will be seen only by authorized DIVISION staff and those selected by DIVISION to evaluate the proposals. **The proposal(s) of the successful offeror(s) shall be open for public inspection for 90 days after the award of the contract(s).** (e) Utah has a reciprocal preference law which will be applied against bidders bidding products or services produced in states which discriminate against Utah products. For details see Section 63-56 20.5 -20.6, Utah Code Annotated.

9. ANTI-DISCRIMINATION ACT: The offeror agrees to abide by the provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (42 USC 2000e), which prohibit discrimination against any employee or applicant for employment, or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disabilities. Also offeror agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the workplace. Vendor must include this provision in every subcontract or purchase order relating to purchases by the State of Utah to insure that the subcontractors and vendors are bound by this provision.

10. WARRANTY: The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah applies to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the State has relied on the contractor's skill or judgement to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

11. DEBARMENT: The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by the STATE.

12. GOVERNING LAWS AND REGULATIONS: All State purchases are subject to the Utah Procurement Code, Title 63, Chapter 56 Utah Code Annotated 1953, as amended, and the Procurement Rules as adopted by the Utah State Procurement Policy Board (Utah Administrative Code Section R33). These are available on the Internet at www.purchasing.utah.gov.

(Revision 14 Mar 2003 - RFP Instructions)

REQUEST FOR PROPOSAL
DOH-Bureau of EMS Prehospital data collection and reporting system
Solicitation # JG4158

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Utah Department of Health-Bureau of Emergency Medical Services, hereafter known as BEMS, will begin using the NEMSIS national data standard in prehospital data collection and reporting. The purpose of this RFP is to enter into a contract with a qualified firm to provide BEMS with a web-based application for such collection and reporting.

It is anticipated that this RFP may result in a contract award to a single contractor. It is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

BACKGROUND

Statewide prehospital data is currently collected via a legacy system that has proven inadequate and obsolete, and does not provide the necessary reporting function. It also does not account for most of the data requirements as set forth in the NEMSIS data standard. As such, BEMS is in need of an electronic application that will provide all Utah certified EMS personnel, agencies, and hospitals with the following systems functionality:

- The application must be easily navigated, such that certified EMS personnel can complete a Patient Care Report, including Advanced Life Support documentation, within a twenty (20)-minute time limit.
- The application must be able to securely exchange data with existing public safety applications in accordance with standing HIPAA regulations.
- The application must be deployable to, and accessible by, all certified EMS providers, agencies, and hospitals in the State of Utah.
- The application must be user friendly and easily navigated by non-technical end-users.

ISSUING OFFICE AND RFP REFERENCE NUMBER

The State of Utah Division of Purchasing is the issuing office for this document and all subsequent addenda relating to it, on behalf of BEMS. The reference number for the transaction is Solicitation # JG4158. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

SUBMITTING YOUR PROPOSAL

One original and six (6) identical copies of your proposal must be received at the State of Utah

Division of Purchasing, 3150 State Office Building, Capitol Hill, Salt Lake City, Utah 84114, by 3:00 p.m. on the tenth (10th) calendar day after release of the RFP to the public, June 17, 2004. Proposals received after the deadline will be late and ineligible for consideration.

LENGTH OF CONTRACT

The Contract resulting from this RFP will be for a period of 2 years.

The contract may be extended beyond the original contract period on a year-to-year basis at the State's discretion and by mutual agreement.

PRICE GUARANTEE PERIOD

All pricing must be guaranteed for the term of the contract. Following the guarantee period, any request for price adjustment must be for an equal guarantee period, and must be made at least 30 days prior to the effective date. Requests for price adjustment must include sufficient documentation supporting the request. Any adjustment or amendment to the contract will not be effective unless approved by the State Director of Purchasing. The State will be given the immediate benefit of any decrease in the market, or allowable discount.

STANDARD CONTRACT TERMS AND CONDITIONS

Any contract resulting from this RFP will include the State's standard terms and conditions. These may be accessed at: <http://www.purchasing.utah.gov/contractinfo/TermsAgency.pdf>

QUESTIONS

All questions must be submitted in writing and may be submitted to Don Wood, M.D. via email at: donwood@utah.gov. Questions are due by 5:00 p.m. on seventh (7th) day after release of the RFP to the public, June 14, 2004. Questions received after that date may not be answered. Answers will be given via an addendum posted on the Division of Purchasing website.

DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION)

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the State. However, the State may award a contract based on the initial proposals received without discussion with the Offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offeror's expense.

PROPRIETARY INFORMATION

The proposal of the successful offeror(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the

information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of Utah and may be returned only at the State's option.

SCOPE OF WORK

This section describes the requirements and responsibilities of the contractor for the development and turnover of the completed BEMS Prehospital data collection and reporting application. The contractor will be responsible for all functions necessary for the successful completion of each of the phases listed below:

1. Detailed implementation plan

This phase of the contract is targeted at producing a detailed plan for the balance of the project. Sub phases within this phase are as follows:

- a. Meet with BEMS team and initiate the project
- b. Review current prehospital data collection and reporting processes to gather innovative ideas for system build
- c. Interview BEMS team involved in prehospital data collection and reporting to discuss ideas for system build
- d. Develop a detailed implementation plan that elaborates on all phases and sub-phases, and establishes a time line for accomplishing the various deliverables.

2. Requirements analysis

This phase is conducted to develop a formal document listing the functional requirements of the application. Each of the system functions must be listed and agreed to by the BEMS team and the contractor. A description of each function of the system is to be developed that defines the types of functional needs, as well as the basic interfaces, site navigation, and business rules that will be required to accomplish the various functions.

In this phase, the contractor is expected to consider the functional features listed in this document that are desired by BEMS. These requirements are provided to give the contractor a sense of what the BEMS requirements are. It is by no means to be construed as a complete requirements statement nor does it relieve the contractor from conducting an open and comprehensive requirements analysis.

3. General application design

This phase takes the requirements, as stated in the previous phase, and assigns system components to accomplish these various requirements. The general design focuses on the following areas of the system:

- a. Defining, from a functional perspective, each major sub-system and the functionality that is accommodated within it. This component is used in a later phase to actually design and develop the software that will carry out the functionality.
- b. Defining the file or database structures (including tables, keys, relationships,

indexes, stored procedures, etc.) that will be used by the various modules, as well as the required access into other existent files/databases.

- c. Defining the reporting portion of the application that will yield the necessary reports that end users require. **IMPORTANT NOTE:** *This application will require a module to handle basic data transactions and queries as well as multidimensional analytical queries—This function cannot be provided by an existing OTS (Off-The-Shelf) application.*
- d. Defining various other modules such as an application administration tool, help tools, an archiving module, back up and recovery modules, the ad hoc report generation module and its capabilities, as well as hardware, software, database, user interface, and any other system considerations required for application development.

4. Detailed application design

This phase is focused on developing the software and database components to accomplish the general systems design. The software must accommodate all system functionality, all reporting needs, and all interfaces to other data sources that will be required.

5. System testing

This application must be tested at various levels to include the following:

- a. Weekly testing by non-developers to coincide with weekly meetings between BEMS and the contractor.
- b. Alpha testing of completed first generation application by non-developers.
- c. Beta testing on completed second generation application by the state-wide EMS community.
- d. Final testing on completed final generation application before the go-live point.

6. Training

Although one of the primary requirements of this application is that it must be user friendly and easily navigated by non-technical users, there may still be some training requirements for both the end-user community and the BEMS team/technical staff. It will be the responsibility of the contractor to develop a **comprehensive** training program that will be presented and turned over to the BEMS team, who will then train the statewide EMS community. And, as stated in point 3-d, easy-to-use help tools are expected to be part of the design and development of the application.

7. Data conversion

This phase is meant to accommodate the conversion of existing Utah prehospital data sets for use in the reporting functions of the new application. This phase may be extensive as the existing data set does not closely match the national NEMSIS data standard. The contractor is therefore expected to account for and develop data integration procedures and technology in this phase.

8. Implementation

This phase is the “go-live” point in the development of this application. It is expected that when this phase is reached, the application will be complete and

meet all project specifications, and have all 'bugs' worked out for deployment to the active Utah EMS community. This is also the phase where the application along with all source code and project documentation, will be turned over to the BEMS team to operate and maintain the application on an on-going basis.

REQUIREMENTS AND CONDITIONS

1. The contractor must meet with the BEMS team on a weekly basis for no less than one (1) hour during the life of the project.
2. The contractor must provide examples of previous work of similar content to the BEMS team during an interview process.
3. The contractor must supply the BEMS team with credible documentation on the skill level of employees to be assigned to the project.
4. The contractor will implement, and turn over to BEMS, a fully functional Prehospital collection and reporting system in accordance with the provisions and requirements set forth in this and subsequent documents. The contractor will ensure that by the turnover phase of the contract, the Prehospital data collection and reporting system will meet all functional and performance standards established by BEMS.
5. The contractor will share, along with BEMS, the responsibility for monitoring compliance with established standards and requirements. If at any time the contractor determines that the Prehospital data collection and reporting application does not meet one or more requirements, the contractor will notify BEMS of the deficiency, present a corrective action plan, and upon the approval of BEMS, correct the deficiency.
6. The contractor will provide a fully functional administration tool for the application to allow BEMS to manage/maintain the application for the statewide EMS community.
 - a. The administration tool must include the capability to activate/inactivate (required/nullable) each of the fields that will be used in the application.
7. The application must provide a user friendly and easily navigated Graphic User Interface.

If the contractor chooses to develop an application that is not web-based, it must meet the following requirements:

 - i. The application must be compatible with MS Windows 2000/XP operating systems
 - ii. The application must be easily and inexpensively deployable to all Utah certified EMS agencies and hospitals
 - iii. Page loads/screen re-draws must be rapid and take no more than 5 seconds
 - iv. The application must be able to quickly, easily, and securely send

data to a central EMS database for collection and reporting in a real-time capacity

- v. The application must be able to quickly, easily, and securely access and appropriately display previously stored data from the central EMS database in a real-time capacity

If the contractor chooses to develop a web-based user interface/application, it must meet the following requirements:

- vi. It must be compatible with multiple web browsers, including but not limited to, MS Internet Explorer, Netscape Navigator, AOL, Opera
- vii. It must be capable of providing 128-bit encryption
- viii. It must be built on current J2EE standards
- ix. Page loads/screen re-draws and data submits or requests must be rapid and take no more than 5 seconds
- x. 90% of the back-end processes must be handled by the server
- xi. GUI pages will contain minimal Javascript
- xii. CSS must be utilized in developing GUI pages

- 8. The application must include the entire NEMSIS data set.
- 9. The application must be able to utilize the entire NEMSIS XML structure.
- 10. The application must support additional data elements as seen necessary by BEMS (userID, password, CardCode, etc.).
- 11. The application must provide multiple levels of user access based on login.
- 12. The application must provide complete audit trail information for every transaction.
- 13. The application must be able to exchange prehospital EMS data with existing public safety applications.
- 14. The application must provide community epidemiology reporting (details and levels to be provided by BEMS).
- 15. The application must provide multiple checks and edits on data fields to ensure data integrity
- 16. The application must utilize probabilistic back-end data linkages to prevent the duplication of prehospital EMS data by multiple agencies (NOTE: A patient ID is not a suitable key for this application)
- 17. The application must provide a relational database connectivity that is robust enough to support the following database interactions:
 - a. Basic data transactions and queries that can be handled by most RDBMS's.
 - b. Multidimensional queries for data analysis and complex reporting over multiyear periods.
 - c. The multidimensional reporting tool functionality cannot be provided by an existing OTS (Off-The-Shelf) application.

18. The application must provide easy to use help tools/dictionary's with a key word search capability.
19. The application must be easily navigated, such that a certified paramedic can complete a Patient Care Report, including Advanced Life Support documentation, within a twenty(20)-minute time limit.
20. The contractor must provide complete project documentation (from start to finish) using basic flow diagrams, charts, and documentation based on current UML standards.
21. The contractor should be familiar with Utah Department of Health Internet Design Standards (a copy of design standards is available upon request).
22. The application must be able to handle multiple users at one time with no record locking.
23. It is the intention of BEMS to serve this application on a Linux server, unless it is determined through requirements gathering that another platform is necessary.
24. The contractor must provide a one (1) year warranty on the final application, and be willing to correct problems in a timely manner, with unmodified code/components at no cost to BEMS.

PROPOSAL RESPONSE FORMAT

All proposals must be organized and tabbed with labels for the following headings:

1. **RFP Form.** The State's Request for Proposal form completed and signed.
2. **Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.
3. **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
 - A. A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations. Clearly indicate any options or alternatives proposed.
 - B. A specific point-by-point response, in the order listed, to each requirement in

the RFP.

C. Appropriate documentation to verify the skill levels of all employees who will be assigned to this project.

4. **Cost Proposal.** Cost will be evaluated independently from the technical proposal. Please enumerate all costs on the attached Cost Proposal Form.

PROPOSAL EVALUATION CRITERIA

A committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in the proposal.

<u>WEIGHT</u>	<u>EVALUATION CRITERIA</u>
40 %	Demonstrated ability to meet the scope of work
35 %	Cost
10 %	Demonstrated technical capability (proven track record), etc.
10 %	Qualification and expertise of staff proposed for this project.
5 %	Performance references for similar projects.

Cost Proposal Worksheet

Bidder Name: _____

1. Provide a price for the application/components identified in your technical offer. This price must *NOT* include maintenance and support fees for the first year, as those fees should be covered under the "warranty" requested in the RFP. \$ _____
2. Provide pricing for maintenance and support fees for the second through fifth year of product ownership.

Maintenance and Support Fees B Year 2 \$ _____

Maintenance and Support Fees B Year 3 \$ _____

Maintenance and Support Fees B Year 4 \$ _____

Maintenance and Support Fees B Year 5 \$ _____

3. List the name, job title and hourly rate for any proposed consultants:

Name: _____ Title: _____ \$ _____ / hour

Name: _____ Title: _____ \$ _____ / hour

Name: _____ Title: _____ \$ _____ / hour

Name: _____ Title: _____ \$ _____ / hour

Name: _____ Title: _____ \$ _____ / hour

Name: _____ Title: _____ \$ _____ / hour

4. Provide a per person training cost for any training that is recommended for employees that will be responsible for the installation and operation of the products included in this offer. Assume that the training will be provided at the DOH-BEMS offices. Specify if the rate is hourly, daily, etc.
\$ _____
5. List the names of any references, including previous customers and applications developed of similar content:

Name: _____	Title: _____	Contact Info: _____
Name: _____	Title: _____	Contact Info: _____
Name: _____	Title: _____	Contact Info: _____
Name: _____	Title: _____	Contact Info: _____
Name: _____	Title: _____	Contact Info: _____
Name: _____	Title: _____	Contact Info: _____

RFP Evaluation Score Sheet

DOH-Bureau of EMS Prehospital Data Collection and Reporting System JG4158 RFP EVALUATION SCORESHEET

Firm Name: _____.

Evaluator: _____.

Date: _____.

Score will be assigned as follows:

- 0 = Failure, no response
- 1 = Poor, inadequate, fails to meet requirement
- 2 = Fair, only partially responsive
- 3 = Average, meets minimum requirement
- 4 = Above average, exceeds minimum requirement
- 5 = Superior

		Score	Weight (0-5)	Points
1. Demonstrated Ability to meet scope of work (40 points possible)		----	----	----
(Criteria from RFP)	5 points possible		X 1	
	5 points possible		X 1	
	5 points possible		X 1	
	5 points possible		X 1	
2. Demonstrated Technical Capability (10 points possible)		----	----	----
(Criteria from RFP)	5 points possible		X 1	
	5 points possible		X 1	
	5 points possible		X 1	

3. Qualification and Expertise of Staff (10 points possible)		----	----	----
(Criteria from RFP)	5 points possible		X 1	
	5 points possible		X 1	
	5 points possible		X 1	
4. References (5 points possible)	10 points possible		X 2	
5. Cost (35 points possible)	40 points possible			* Inserted by Purchasing
TOTAL EVALUATION POINTS	(100 points possible)		Total	

* Purchasing will use the following cost formula: The points assigned to each offerors cost proposal will be based on the lowest proposal price. The offeror with the lowest Proposed Price will receive 100% of the price points. All other offerors will receive a portion of the total cost points based on what percentage higher their Proposed Price is than the Lowest Proposed Price. An offeror whose Proposed Price is more than double (200%) the Lowest Proposed Price will receive no points. The formula to compute the points is: $\text{Cost Points} \times (2 - \frac{\text{Proposed Price}}{\text{Lowest Proposed Price}})$.